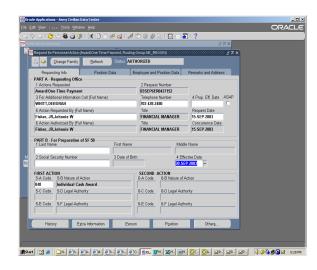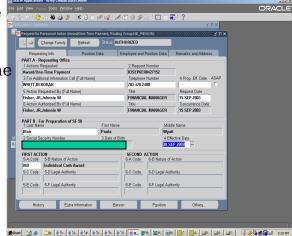# Awards for Ex-Employees

For Effective Date on RPA, use employee's separation date. One way to find this is by selecting NPA Tracker from the ART Main Menu. Another way is to use the day before the effective date of the ex-employee record in DCPDS.
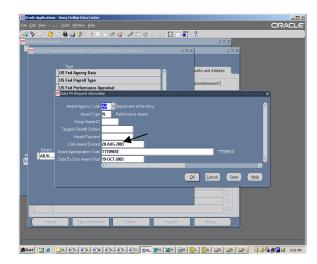

Effective date must be put on the RPA first.

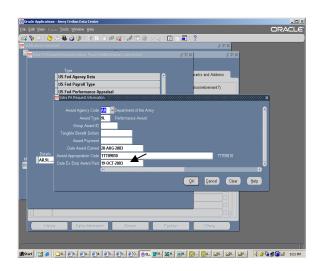After you enter the effective date, you will be able to put the employee on the RPA.

US Federal Award & Bonus Information DDF autopopulates Date Award Earned with effective date on RPA. If manager has provided an earlier effective date, put that date here.
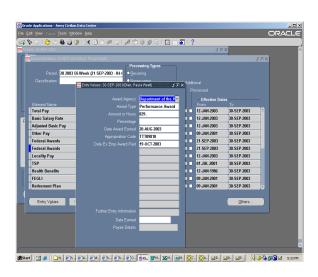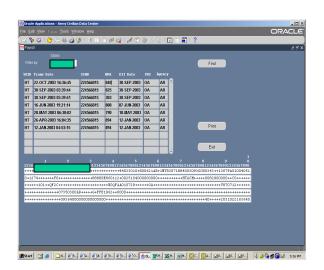
Awards for Ex-Employees

"Date Ex-Employee Award Paid" is used to document that the Award is being paid after the employee's separation. Enter the date you are processing the Award.

After HR Update, the Award can be viewed in the Assignment Entries for the employee's last pay period. Date Earned and Date Paid display.

Pay500 is created with employee's separation date as effective date. This ensures the award will be paid out of the proper account.

NPA will print with "Date Ex-Employee Award Paid" as the effective date in block 4. This serves as an indicator that the award was given to an ex-employee.

NOTE: A heat ticket has been entered reporting that the printing of block 4 is not working correctly. In order to get block 4 to print with the "Date Ex-Employee Award Paid" as the effective date, you will need to print thru Processes and Reports. Printing while updating HR is not working correctly.